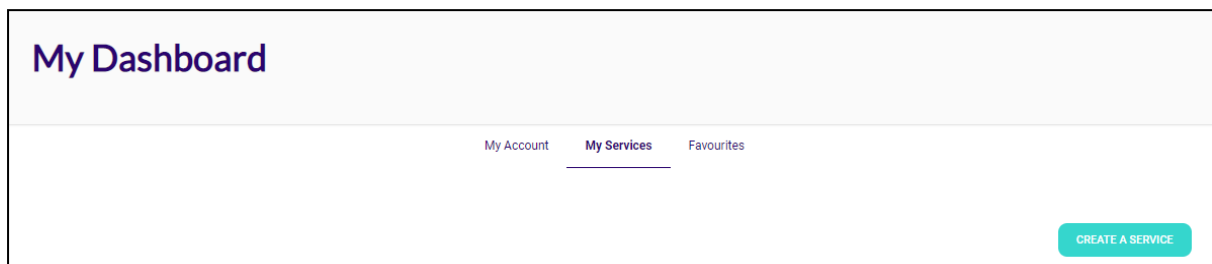


### **Setting up a Bury Directory Account and Events Page.**

The Directory enables you to edit your own information, add pictures, documents or even videos to your profile. This is a completely free service to use.

1. To register an account with the Directory, follow the below link and enter your organisation's details:  
<https://theburydirectory.co.uk/register>
2. Once registration is submitted, verify your chosen email address (via a verification link sent to your chosen email) and then follow the on- screen instructions.
3. Once you have signed up, you will need to log into your account via the link below:  
<https://theburydirectory.co.uk/login>
4. When you have logged into your account, you will need to click 'user area' in the top right corner
5. You will be presented with your dashboard. Click on the tab that states 'my services' and then 'create service' to input your service page information (please see the visual below):



6. Once you have added your event details, you will simply need to press 'submit' and your page will be sent to a member of the Directory for approval.
7. Approval will take up to 24 hours to be accepted and made live on The Bury Directory.

Tutorial videos are available [here](#) if you would like further help on setting up your account/ service page.